



City of Seat Pleasant

Finance Department

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for me using information and communication technology, with the internet of things”. Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

Department: Finance

Date of Report 12-31-2017

Reporting Period 1-01-2018 to 1-31-2018

- 1. Significant department progress for this reporting period that is indicative of providing services that are better, faster and personalized in the area of cash disbursement are the Finance Department:**

With the adaption of the New Net Suite Accounting System in the Finance Department was able to:

- a. Processed electronically 184 purchase orders for procurement of goods and services from the departments.**
 - b. Processed electronically and verified account codes for proper assignment of budget expenditures for 184 purchase requisitions.**
 - c. Processed electronically 184 purchase orders and invoices into vendor files.**
- 2. Significant department progress for this reporting period that is indicative of providing services that are better, faster and personalized in the area of the processing payroll are the Finance Department:**

Eleven months after the transfer of the payroll processing from Paychex to Automatic Data Processing

- a. We have reduced the time taken to review payroll time sheets for accuracy.**
 - b. We have reduced staff time committed to processing the city payroll checks.**
 - c. The cost of the payroll processing function was reduced by \$2,136.**
- 3. Significant department progress for this reporting period that is indicative of providing services that are better, faster and personalized in the processing cash payment are the Finance Department.**

- a. Recorded cash receipts from customers within the Netsuite system in 5 minutes or less
- b. Reduced time taken to deposit checks and money orders by obtaining and using a new check scanner. This has eliminated travel time to and from the bank as we are able to scan in our office.
- c. Real time updates on Banking information due to online access.

Analyze department improvements that are needed and/or achieved based on the Smart City model.

1) Finance Department has to streamline the workflow in the Finance Department to reduce the time it take cash disbursement and cash collection process.

2) Cash flow was moderately high in the month of January 2018

Indicate problems identified, barriers encountered and solutions reached.

1) In the past the Finance Department receive no input from the various department in determining departmental staffing levels and capital equipment needs. The city now conducts executive staff meeting to solicit input from the various department on staffing levels and capital equipment needs.

Identify goals for the next reporting period.

- 1. Reducing the time it takes to process paper checks by using online portals and ACH payments.**
- 2. Reducing the fees customers pay online for services provided by the city.**
- 3. 100% collection of Business licenses.**
- 4. Completion of a comprehensive lien data base.**

Revenue

Revenue Center #	Revenue Center Name	Amount
4030	Personal Property Taxes	\$26,285
4060	Highway User Tax	\$4,420.82
4115	Foreclosed/Vacant Property Registration	\$1,500
4116	Vacant Lot Registration	\$13,050
4120	Vehicle Releases	\$1425
4170	Single Family Rental Licenses	\$75
4220	County bus Shelter Revenues	\$1,574
4260	Rental – Barbershop	\$1300
4310	Copies/Faxes/Other Misc. Income	\$32.22
4334	Sale of Equipment	\$200

Expenditures

Cost Center #	Cost Center Name	Amount
5611	Netsuite	\$1,309.76